

**POLICY**

Youth in residential juvenile justice facilities may participate in off-campus activities consistent with their risk to public safety, the expected therapeutic gain from participation, and their ability to participate. Each case of a youth in a secure facility that is eligible to participate in off-campus activities must be periodically reviewed to determine if de-escalation to a non-secure or community placement is appropriate.

**PURPOSE**

To ensure public and youth safety while preparing a youth to successfully return to the community.

**DEFINITIONS**

See JRG, JJ Residential Glossary.

**RESPONSIBLE  
STAFF**

The facility director, in coordination with the juvenile programs director, must approve off-campus activities. The facility director and managers must coordinate off-campus activities with treatment team staff. Treatment team staff must plan the overall activity, screen the youth, and execute the off-campus activity.

**OFF-CAMPUS  
ACTIVITY  
PROCEDURE**

Each facility must develop and implement a written standard operating procedure for conducting off-campus activities. The procedure must contain the following minimum elements:

**Activity Types**

There are three types of activities:

- General off-campus activities.
- Employment.
- Education/training.

General off-campus activities include, but are not limited to, community services and other restorative justice service events as well as treatment activities in the community.

**Youth Eligibility  
Criteria**

The treatment team must determine youth eligibility for off-campus activities based on:

- The expected therapeutic or educational benefit derived from participation.
- A screening of the youth (see factors below).
- An evaluation of the youth's threat to public safety and other participating youth.
- The youth's recent behavior.

**Screening  
Factors**

The following screening factors restrict youth eligibility to participate in off-campus activities:

- The youth was rated high in the most recent DHS risk assessment. The risk assessment may be conducted using the DHS-497, Residential Risk Reassessment, or other approved DHS risk assessment instrument, but must have been completed within the previous 90 calendar days.
- The youth has less than 30 calendar days in the current program.
- The court has restricted the youth from participating.
- The youth presents an escape risk.
- The youth has engaged in recent fights, assaults, suicidal behavior, sexual misconduct, or other demonstrations of failure to make adequate treatment progress.
- A medical condition prohibits the youth from participation.

**Activity Staffing**

A minimum of two staff must supervise youth participating in off-campus activities.

Staff must be trained or have credentials in:

**Activity  
Planning and  
Approval**

- CPR and first aid.
- Crisis intervention continuum.
- Physical and mechanical restraints.
- Lifeguard (if waterborne activities are planned).
- Training/competence to conduct planned activities.

The facility director and juvenile programs director must approve any off-campus meals other than those provided by the facility.

The facility director and juvenile programs director must approve all off-campus activities in advance by signing the DHS-2221, Request Form for Off Grounds Group Activity. Facilities must send the form to the juvenile programs director for approval at least five business days before the scheduled event.

Facilities may request advance approval for multiple activities of the same type within a set time frame (for example, weekly balanced and restorative justice activities within the month of January). Facilities must provide as much information as possible in the initial request and follow up with additional information as it becomes available.

**Supervision and  
Safety of Youth**

Staff must familiarize themselves with the activity setting, potential safety and escape risks, and actions to mitigate risk.

Staff must follow standard procedures for youth transport; see JR5 520.

Staff must maintain line of sight supervision of youth and appropriate youth to staff ratios; see JR5 540. Staff must carry at least one cell phone and either a backup cell phone or a portable radio (mobile walkie/talkie).

During bathroom breaks, staff must maintain line of sight supervision with at least a portion of the youth's body and maintain close proximity.

Staff must ensure that appropriate safety equipment is available and worn correctly as part of participation. Personal flotation devices are mandatory for all participants including staff on

**Special  
Requirements  
for Education  
and  
Employment  
Activities**

waterborne activities (for example, rafting, canoeing, kayaking or boating).

In the event of youth escape, staff must follow escape response procedures; see JR5 501, including incident reporting using the DHS Alert system. Staff must ensure that remaining youth stay under supervision and that the remaining youth do not pursue the escaping youth.

The following provisions apply only to youth engaged in opportunities that can be utilized exclusively off-campus and after a thorough review of risk and safety considerations. Benefits must be considered clearly necessary and appropriate for meeting the permanency goal and successful return of the youth to the community. Staffing, planning, approval, and supervision requirements in this policy remain fully in effect unless all of the following requirements are met:

- The youth involved is expected to be released within six months.
- The youth may engage in side trips or other activities only with advanced written authorization. The youth may not use the opportunity to conduct off-campus visits, engage in recreational activities or entertainment, go shopping, run errands, or other activities that are not part of the educational or employment opportunity.
- The youth may be equipped with or allowed to have a cellular phone at facility discretion. If allowed, the phone must be surrendered on return to campus.
- The youth may not leave the educational institution campus or the work site except to return to the facility with staff.
- The youth may not operate a motor vehicle or ride in a vehicle with persons other than facility staff. Transport to and from the event must be by state vehicle driven by facility staff.

- Facility staff must review the escape policies and procedures with the youth within 15 calendar days of starting the activity. This review must be documented in writing and filed in the youth's case file.
- Facility staff must review the employment or educational opportunity with the youth and ensure the youth understands possible consequences if the youth misbehaves or reoffends. Depending on the youth's age, criminal offenses may be prosecuted in the adult criminal justice system.
- The youth's juvenile justice specialist must be aware of and approve of the activity.
- The youth's parent(s)/legal guardian(s) must be aware of the activity and understand restrictions in effect.
- The facility director and juvenile programs director must be fully knowledgeable and approve of the activity in writing.
- The court must approve and document that they are knowledgeable of the activity in a court order held by the facility. The order must be separate and distinct from the order resulting in placement with at the facility. The order must be filed in the youth's case file.
- If the youth is a sex offender, the facility must advise the relevant educational or training institution in advance.
- The facility must ensure that any victim's rights notification requirements are fulfilled. If a victim is known to be at the same educational institution or place of employment, the youth is ineligible to participate in educational or employment opportunities at that location under this policy.
- The facility must coordinate with the youth and employer to ensure compliance with all labor laws and employment regulations, including the administration of wages.
- The facility must provide the youth with appropriate medication and the youth must have a demonstrated record of compliance with taking medications. Medications must not interfere with job duties.

- The facility must ensure that prospective employers are able to provide emergency first aid and coordinate with the facility for medical care should the youth become ill or injured.
- The facility may provide a participating youth with limited amounts of cash to purchase appropriate food at the work site or educational institution, but expenditures must be accounted for with receipts and documented staff approval.
- The facility must monitor the youth's work or educational performance. Failure of the youth to provide access to educational records renders the youth ineligible to participate.
- The facility must search the youth on each return to the facility.
- The facility must conduct unannounced on-site spot checks of the youth at intervals not to exceed 30 calendar days during the activity's duration.
- The use of the DHS-2221 form is mandatory.

### **Relaxations Under Special Circumstances**

Relaxations to normal secure facility supervision may be approved based on the special requirements discussed above. Key emphasis must be placed on the risk posed by the youth. Delegation of supervision, to other than state employees, must not occur unless the risk to the youth and the community is evaluated to be acceptable.

If the level of risk is in doubt, the activity must be considered inappropriate for the youth and the activity postponed or cancelled. The facility may terminate its permission for the activity at any time without notice.

Youth supervision, normally under staff control, may be delegated to an employer acting as a program-delegated individual. Prior to this delegation, the facility staff must meet with the employer, visit the work site, gain understanding of the youth's activities on the job, and observe the youth working for at least one scheduled shift.

Youth supervision may also be delegated to an educational institution based on approved enrollment at the institution and the approval of the facility director. Prior to this delegation, facility staff must attend any orientation with the youth, meet the youth's teachers (if feasible), and attend the first class(es).

The employer and educational institution must be provided with emergency facility contact information and response actions should the youth become ill/injured, misbehave, escape, or otherwise be non-compliant.

**AUTHORITY**

Social Welfare Act, 1939 PA 280, as amended, MCL 400.115a(1)(l)